



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

BUSINESS SERVICE OFFICER I (SPECIALIST)

\$3,658 - \$4,579

**BUSINESS MANAGEMENT BUREAU
SACRAMENTO**

RESPONSIBILITIES:

This position is located in the Business Management Bureau, (BMB), on the 13th floor, at 300 Capitol Mall, Sacramento. Under the general supervision of the Assistant Bureau Chief (Staff Services Manager I), this position independently performs technical business services work in the Business Management Bureau (BMB) for a variety of functions, and may assist in the performance of more difficult and complex assignments for the California Department of Insurance (CDI), including three headquarters and nine field offices statewide. The incumbent must express a high degree of initiative in the development and coordination of various activities including, but not limited to, Purchasing, CAL-Card Coordinator, Recycle and Reduce Coordinator, and Special Projects. The position has contact with a wide variety of departmental staff, in addition to close and frequent contact with all levels of other governmental agencies, departmental management, and the public. This position requires extensive knowledge of, and ability to apply various laws, rules, policies, and procedures to effectively execute assigned tasks. Duties include, but are not limited to:

- Review purchase requests, determine appropriate method for acquisition of requested materials and equipment, develop/review specifications, solicit appropriate product costs, and originate purchase orders, credit card purchases, printing requisitions and purchase estimates.
- Work with requestors to verify needs and suggest other options as appropriate. Assure compliance with Small and Disabled Veteran Owned Business requirements are being met with the issuance of purchase documents and prepare annual reports relating to these programs.
- For the Cal-Card purchasing program, verify deliveries of Cal-Card purchases, review and approve monthly statements, and forward necessary information to the Accounting Office for processing of payment. Resolve issues of disputed charges on the monthly statements.
- Provide technical knowledge to all levels of staff and management on all aspects of the State purchasing process and alternatives, consult with control agencies as needed, and ensure compliance with the terms and conditions of the delegated purchasing program.
- As the Buy-Recycled Coordinator for the department, implement mandated purchasing of recycled products, contact and interview vendors and manufacturers regarding products and availability, identify recycled products available that would meet the needs of the departmental requestors, prepare recycled procurement plans and usage reports on a semi-annual and annual basis and attend quarterly Buy-Recycled meetings.
- Resolve problems with delivered merchandise including negotiation of adjustments on incorrect orders, damaged goods, merchandise not meeting specifications, and substandard goods.
- Maintain and update purchasing databases and tracking logs, prepare reports, memos and correspondence, provide procurement training, and develop and revise departmental purchasing policies and procedures.

DESIRABLE QUALIFICATIONS:

- Experience working with State purchase documents, completion of the Department of General Services (DGS) California Procurement and Contracting Academy (CalPCA)
- Strong computer skills utilizing Microsoft Word, Access and Excel
- Good communication skills, both verbal and written
- Ability to reason logically, good negotiation skills and ability to work well with all types of people
- Flexible, able to work well under pressure with short deadlines, prioritize multiple tasks, be organized

08/30/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Business Services Officer I (Specialist) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Business Services Officer I (Specialist) # 413-193-4720-005” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

FINAL FILING DATE: September 10, 2013 by 5 p.m., Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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